



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 1650.1A
N5

NOV 20 2003

NETC INSTRUCTION 1650.1A

Subj: NAVAL EDUCATION AND TRAINING COMMAND MILITARY INSTRUCTOR
OF THE YEAR AWARD

Encl: (1) Nomination Evaluation Factors

1. Purpose. To recognize the Naval Education and Training Command (NAVEDTRACOM) enlisted and officer Instructors of the Year and set forth eligibility criteria and nominating procedures for that recognition. This is a complete revision and should be read in its entirety.

2. Cancellation. NETCINST 1650.1.

3. Background. The NAVEDTRACOM Military Instructor of the Year award provides an opportunity to recognize Navy and Marine Corps instructors who have displayed outstanding instructional and leadership performance and who best personify the meaning of personal excellence inside and outside of the classroom. These awards also serve to communicate to fleet Sailors that instructor tours of duty are positive, career-enhancing opportunities. In 1966, funds were accepted by the Department of the Navy and deposited in the Navy General Gift Fund according to the terms of the will of William O. Florstedt. The will stated that the funds were to be used "Under the direction of the Secretary of War or the Secretary of the Navy, to be used as the United States Government may see fit for the national defense of the country." Subsequently, the Department of the Navy developed the Florstedt Award Program and invested the funds in U.S. Treasury securities. The William O. Florstedt Award funds will be used to recognize the accomplishments of the NAVEDTRACOM Military Instructor of the Year designees.

4. Discussion. Military instructors who consistently exhibit strong managerial and leadership skills and who serve as role models for their students are critical to the training process and fleet readiness. Individuals considered for the NAVEDTRACOM Military Instructor of the Year award are top performers, physically fit, professional in bearing and appearance, and dedicated to family and country.

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5. Eligibility Criteria

a. This award is open to all active duty Navy and Marine Corps military personnel, including Training and Administration of Reserve personnel, who have been assigned full time for a period of at least one year to any of the following NAVEDTRACOM instructor billets: classroom (including automated electronic classrooms (AEC)), video teletraining (VTT), Learning Resource Center Supervisors, facilitators, flight, Naval Reserve Officers Training Corps (NROTC), professors, Recruit Division Commanders (RDC), etc.

b. While it is acknowledged that there may be superior instructors who teach Navy students at NAVEDTRACOM schools and other venues who are other than active duty Navy or Marine Corps instructors (i.e., Navy Reserve instructors, Marine Corps Reserve instructors, civilian contracted instructors, civilian Civil Service instructors, Army instructors, Air Force instructors, etc.), it is expected that these instructors will be recognized, as appropriate, by their own activities.

6. Action

a. NETC Component Commands. Eligible NAVEDTRACOM component commands include Naval Personnel Development Command, Naval War College, Naval Postgraduate School, Chief of Naval Air Training, and Naval Service Training Command. Establish selection and reporting procedures for subordinate commands. Conduct a competition open to all eligible active duty Navy and Marine Corps military personnel under their command and select one enlisted (E-6 and below), one senior enlisted (E-7 and above), and one officer nominee, as appropriate to represent their domain. Endorse nomination packages consisting of the information designated in paragraph 7. Forward nomination packages to Commander, Naval Education and Training Command (NETC) (N5) prior to 15 March.

b. NETC (N5). Establish final NETC Instructor of the Year board. An annual NETC notice will outline board precepts and assign membership requirements. The board will convene as soon as practical after receipt of all nomination packages, review all component commands' Military Instructor of the Year nomination packages, and select one NAVEDTRACOM enlisted (E-6 and below), one senior enlisted (E-7 and above), and one officer Military Instructor of the Year. The recommended selectees will be forwarded to NETC (N00). Subsequent to NETC approval, the selectees will be announced via naval message no later than 15 April.

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7. Nomination Packages

a. Nomination packages will consist of the following:

(1) Cover letter, signed by the component commander with command endorsement and statement that he/she has reviewed the nomination package and videotape.

(2) An UNCLASSIFIED videotape in VHS format. Videotape should not be less than 10 nor more than 20 minutes in length, must not be edited, and must be on a subject the instructor is certified to teach and normally presents. The videotape should start at the beginning of a lesson and the instructor should be teaching actual students in a classroom setting. Significant weight will be given to demonstration and mastery of proper instructional skills, so care should be taken to ensure that this is reflected in the videotape. Plans for videotaping and photographing events should be made as soon as possible.

(3) A completed, signed Navy and Marine Corps Commendation Medal Personal Award Recommendation (OPNAV 1650/3 (3-76)), indicating "NAVEDTRACOM Military Instructor of the Year" at the top of the form for competition year 1 January through 31 December. Also include an electronic version of award on a 3.5" disk.

(4) 5"x7" black and white or color photographs with reproducible media (i.e., 3.5" floppy, zip disk, or CD ROM with picture files in JPG or GIF format for electronic media; negatives if film media) in Service Dress Blue uniform for Navy personnel or Summer Service ALPHA for Marine Corps personnel; one each of the following poses: uncovered full-length side view, covered and uncovered standard head and shoulders portrait.

(5) Copies of nominee's last two evaluations/fitness reports. Special evaluations/fitness reports submitted to enhance nominee's chances for selection as Military Instructor of the Year will not be considered by this board.

(6) A one-page summary of student critiques indicative of nominee's instructional abilities and mentoring skills in the classroom environment.

(7) A statement by nominee describing his/her strengths and weaknesses as an instructor. This statement may be a maximum of two double-spaced pages of 10 to 12 point font size.

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b. Nomination format will consist of the following 14 elements of information in the order specified below. Mark all pages as enclosure (1).

(1) Command competition category (optional). Component commanders may designate competition categories for recognition programs within their domain, as appropriate (e.g., Undersea Training Enlisted, Recruit Division Commander, etc.). Competition categories will not be used by NETC; however, this section provides a means by which component commands may hold lower level competitions without the need to submit duplicate nomination packages.

(2) Nominee's name

(3) Date enlisted/commissioned in Navy or Marine Corps

(4) Date reported to current command

(5) Number of months assigned to qualified billet at current command (must be at least 12 months)

(6) Is nominee a Master Training Specialist? If so, list effective date.

(7) Promotion/advancement history (provide dates)

(8) Is nominee currently selected for promotion or advancement? If so, list effective date.

(9) Brief synopsis of significant professional achievements

(10) Awards earned at current duty assignment

(11) Off-duty community involvement involving use of instructional, educational, and/or mentoring skills, such as Partnerships in Education, Scouting, NJROTC, Sea Cadets, etc.

(12) Education history (years of formal schooling completed; degrees awarded; other self-study educational achievements attained while on active duty, excluding training courses required for advancement)

(13) Any other information that distinguishes nominee from contemporaries (optional)

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c. Factors considered in judging nominations for Instructor of the Year are listed in enclosure (1). Nomination packages will not be returned to originating commands. Submission of packages acknowledges that information contained in the package may be used to promote the benefits associated with instructor duty within NAVEDTRACOM and/or other public relations purposes.

8. Notification of Selectees. Notification of NAVEDTRACOM Military Instructor of the Year selectees will be by NETC message and national press release.

9. Recognition. Selectees will be recognized as follows:

a. NETC will process and provide the following:

(1) Component command Military Instructor of the Year will be awarded a Navy and Marine Corps Commendation Medal.

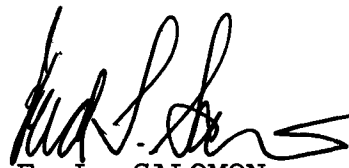
(2) NAVEDTRACOM Military Instructor of the Year will be awarded a Navy and Marine Corps Commendation Medal and engraved plaque.

(3) A cash award from the annual yield in the Navy General Gift Fund is available under the terms of the will of William O. Florstedt. Component command Military Instructor of the Year will be awarded a cash award not to exceed \$250. The overall NAVEDTRACOM officer, enlisted, and senior enlisted Military Instructor of the Year selectees will receive an additional cash award not to exceed \$250.

b. Presentation will be made at an appropriate local (i.e., the selectee's) command ceremony. Selectees will receive 5 days rest and relaxation (R&R) (costs associated with the R&R will be borne by the selectee).

c. Local commands should arrange for appropriate recognition of their nominees who were not selected for Instructor of the Year by NETC.

10. Form. Personal Award Recommendation (OPNAV 1650/3 (3-76)), S/N 010-LF-0016-5015, may be obtained through normal supply channels or via the internet at <http://neds.nebt.daps.mil/Directives/forms/1650-3.pdf>.


F. L. SALOMON
Chief of Staff

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Distribution (CNETINST 5218.2E):

Lists I (1, 6-14, 16-27, 27, 29-49, 51, 52, 55), II (5-27), III, V (1-20, 31, 32)

SNDL FF42 (NAVPGSCOL)
FF44 (NAVWARCOL)
FT3 (NAVPERSDEVCOM)
FT7 (CENNAVLEADERSHIP)
FT8 (CENNAVENGINEERING)
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FT23 (CENSEABEESFACENG)
FT25 (CENEODDIVE)
FT26 (CENSURFOPS)
FT32 (CENSUBLEARNING)
FT34 (HUMANPERFCEN)
FT39 (CENCRYPTOLOGY)
FT72 (DPTNAVSCI)
FT74 (NROTCU)

NOMINEE EVALUATION FACTORS

(Note: These factors are not all-inclusive, but are provided as general guidelines.)

1. Performance as an instructor as evidenced by the video submitted. (Significant weight will be given to the nominee's demonstration of mastery of Navy instructor skills (per NAVEDTRA 134, Navy Basic Instructor Training School and/or Navy Officer Instructor Training School).)
2. Command recommendation
3. Leadership, management, supervisory ability, and mentoring
4. Scope of instructor responsibility, including courses taught, contributions to curriculum development, in-service and/or GMT training, NMT, etc.
5. Perceived quality of instruction as discerned from videotape and course critiques
6. Technical competence/subject matter expertise and in-rate/designator oriented training/involvement
7. Appearance (as evidenced by submitted video and photographs)
 - a. Uniform
 - b. Grooming
 - c. Physical fitness
8. Awards, letters, etc., received during the past year (Instructor of the Quarter, Sailor of the Quarter, etc.)
9. Master Training Specialist
10. Prior awards (Navy and Marine Corps Achievement Medal or higher) received at current duty assignment
11. Citizenship (e.g., civic/off-duty/community involvement) involving use of instructional, educational, and/or mentoring skills
12. Off-duty education: college courses, vocational education, degrees awarded